



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004 Fax: 508-349-5505

The Town of Truro (year round population 2063, seasonal population of approximately 20,000) seeks qualified applicants for the position of Assistant Town Administrator. The Assistant Town Administrator assists with the administration of daily operations and the efficient delivery of Town services. Responsibilities include supervision, human resources, special projects and other duties as required. Additional, specific responsibilities will be assigned based on professional qualifications of the incumbent and the needs of the Town. Position requires a Bachelor's Degree in Public Administration or related field; a minimum of three years of experience as a municipal administrator; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Salary range is \$77,907-\$99,431 DOQ.

A more detailed job description is available online at www.truro-ma.gov, Massachusetts experience preferred.

Applicants may send a resume and letter of interest to Rae Ann Palmer, Town Administrator, Town of Truro, P.O. Box 2030, Truro, MA 02666. Letters must be received no later than January 29, 2016.